

# Los Alamos National Laboratory — Supplemental Instructions

**Subject: 4.3 Subcontract Documentation**

**Exhibit: 4.3c Table of Contents for Written Construction Subcontract Files**

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## **SUBCONTRACT FILE TABLE OF CONTENTS for Written Construction Subcontracts**

(In descending order — from top of file to bottom)

**Subcontract No.** \_\_\_\_\_

### **Section 1: Subcontract and Modifications**

Negotiation Memorandum for Modifications (exceeding \$100,000 or for price negotiation)

Negotiation Memorandum (exceeding \$25,000 - \$100,000)

ENG Request for Proposal

RFP

Proposal

Request for Technical Evaluation

### **Section 2: Award Documentation**

Negotiation Memorandum for Subcontract Award with Attachments:

Purchase Request

Davis-Bacon Det.

Presolicitation

List of Firms

Amend. to Solicitation

Solicitation Documents

List of Plan Holders

Site Visit Minutes and

Attendees

Abstract of Bid Opening

Bids Received

Government Estimate

LC/GL Legal Review

of Solicitation

UC Berkeley Letter

Liquidated Damages Just.

Form 634A (If applicable)

FOCI (If applicable)

Preaward Survey

FSS Recom. for Award

Gvmt. Estimate Just. (If applicable)

SB/SDB Subcontracting Plan

Legal Review of Subcontract

Congressional Notif. (If applicable)

Copy of Subcontract

Peer Review / CRB Approvals

### **Section 3: Subcontract Administration**

Notice of Award Ltr.

Performance/Payment

Bonds

Pre-Const. Meeting

Notice to Proceed

Certificates of

Insurance Schedule

Bid Breakdown

List of Subcontractors

Safety Plan

ESH Certification

Safety Correspondence

Safety Inspection Reports

Man-hour Report

DOE Accident Report Form

Information Request Form (If  
applicable)

Security

FOCI

Correspondence

SB/SDB Quarterly Report

Certified Payrolls

Submittal Approvals

Weekly Inspection Reports

Progress Review Minutes

### **Section 4: Invoices**

Log Sheet of Invoices

Copies of Approved Invoices

### **Section 5: Closeout Documentation**

Final Inspection Results (Punchlist)

Use and Possession Prior to Completion

Final Acceptance Letters

Release and Certificate of Final Payment

Final Payment

**Form 403c**